



COMDTNOTE 1650

MAR 31 1997

CANCELED: MAR 30 1997

COMMANDANT NOTICE 1650

Subj: COAST GUARD EXCELLENCE IN FOOD SERVICE AWARDS

Ref: (a) Coast Guard Medals and Awards Manual, COMDTINST M1650.25B
(b) Subsistence Manual, COMDTINST M4061.3C

1. PURPOSE. This notice solicits applications for Coast Guard Dining Facility and Food Service Specialist of the Year Awards for 1998. Intended users are all Coast Guard units with dining facilities and food service specialists.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants of directorates, Chief Counsel, and special staff offices at Headquarters shall ensure compliance with provisions of this notice.
3. DISCUSSION.
 - a. The Coast Guard Excellence in Food Service Awards are presented annually to recognize those units and individuals who have demonstrated that they epitomize the best in food service professionalism.
 - b. The following eligibility requirements will be incorporated into Chapter 12 of reference (a) in a future change.
4. CRITERIA FOR DINING FACILITIES OF THE YEAR AWARD.
 - a. Evaluation criteria. Coast Guard Dining Facility (CGDF) of the year will be awarded in six categories: large, medium, and small dining facility ashore and afloat as defined by reference (b). CGDF of the Year will be presented to the CGDF with the food service program which meets or exceeds the following evaluation criteria:

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(1) Menu planning and food preparation;

(2) Food presentation and serving techniques;

(3) Food acceptability;

(4) Food conservation, sanitation, and safety;

(5) Food service management and training;

(6) Supervision;

(7) Receiving and storage;

(8) Paperwork administration; and

(9) Command attention and command relations in food service.

- b. Nomination procedures. Commanding officers are encouraged to nominate their CGDF if they are truly outstanding and meet the criteria. Nominations are made by completion of a self-nominating package which may be requested by contacting Commandant (G-WKH-4) at 202-267-1197, e-mail/SWSIII at egameng@comdt.uscg.mil, email/SWSII at CWO_E_Gameng/G-WK@mailgatehq.comdt.uscg.mil, or by letter. The self-nominating package shall be completed by the unit and forwarded via the chain of command including the appropriate MLC (k) to arrive at Commandant (G-WKH-4) no later than 1 October 1997. An evaluation team will review all nominations and endorsements, and select a winner and runner-up in each of the six categories.

5. CRITERIA FOR FOOD SERVICE SPECIALIST OF THE YEAR. The Coast Guard Food Service Specialist (FS) of the Year Award is intended to recognize sustained outstanding individual performance at Coast Guard staffed dining facility. This award identifies the FS whose personal contributions to excellence in food service were most significant.

- a. Eligibility Requirements. To be eligible for this award, candidates must meet the following minimum criteria:

(1) Be an FS in pay grade E-7 or below.

(2) Assigned at present unit for at least 12 consecutive months as of 31 December evaluation period.

(3) Within the Coast Guard weight standards during the entire evaluation period.

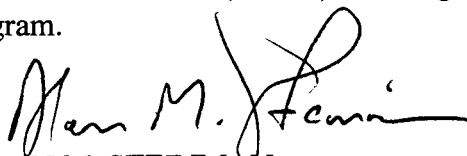
(4) Member must have no mark of less than 4 in any category of the Performance Evaluation(s) during the evaluation year.

- b. Evaluation Criteria. Commanding officers shall provide the following minimum information in the nomination letter:

- (1) Support of Food Service Wellness Initiatives. Promotes and supports initiatives relating to good eating habits, provides nutritional information, and utilizes low-fat cooking techniques.
 - (2) Customer Focus, Relations and Education. Improves food service by regularly applying patron's comments. Able to educate patrons about nutritional information while maintaining quality service.
 - (3) Command and Community Relations. Demonstrates professionalism when interacting with other commands and during off-duty involvement in the community. Demonstrates good moral character and appropriate conduct when dealing with food service vendors.
 - (4) Personal Development. Strives to improve personal and professional skills through participation in on-and off-duty educational opportunities.
 - (5) Collateral Duties. Demonstrates pride, leadership, and enthusiasm when performing tasks not specifically rate-related (e.g., performs professionally during all drills and watches, is well-respected by peers, and is fully supportive of the unit's mission).
- c. Nomination Procedures. A letter of recommendation from the commanding officer of the nominee whose performance justifies recognition above all other eligible FSs, must be received at Commandant (G-WKH-4) no latter than 1 April 1998. A board will review all nominations, rate them on the criteria listed above, and select the FS of the Year and runner-up.

6. AWARD PRESENTATION.

- a. A plaque and certificate will be presented to each of the winning Dinning Facilities, and the FS of the Year.
- b. All nominees will receive a letter from Commandant (G-WK) thanking them for their contribution to the food service program.


ALAN M. STEINMAN
Director of Health and Safety